Classification

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OL/PSD   6

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
			STATISTICAL
Annual Report of Records Holdings		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Annually	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
Memorandum	X	NO		Memo from EO/OL

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Administrative Officer, PSD	None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	$ 4.67		24 hours		$ 112.08		1		$ 112.08

B. COSTS OF COMPUTER PRODUCED REPORTS

None				

TOTAL COSTS PER YEAR	$ 112.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To report volume of records in Agency offices.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
X RETAIN AS IS OTHER (explain)			
CHANGE			
DISCONTINUE		None	None

16. DATE OF INVENTORY	...NATION	18. EXTENSION
8 OCT 1970		

STAT

FORM 9-70   142

Classification

(22-36-43)